

Model Community Guidelines Government

1. Practice waste reduction and recycles in all government facilities:
 - Set up in-house recycling program (e.g. Office paper and corrugated cardboard)
 - Educate employees about waste reduction, recycling programs
 - Use reusable items vs. Disposable items (e.g. Ceramic mugs for staff)
 - Practice double-sided photocopying
 - Purchase supplies in bulk where possible
 - Reduce amount of junk mail received by writing and advising your current subscription not to share your name and address with other mailers. Also, write to Mail Preference Service, Direct Marketing Association, 11 West 42nd Street, New York, NY 10036
 - Recycle toner or cartridges for copy machine or printer
 - Encourage employees to share magazines and newspaper subscriptions
 - Do at least one of the following:
 - Store public records on computer disks or microfilm (if available)
 - Minimize use and seek out alternatives to toxins (such as cleaners)
 - Adopt minimum post-consumer recycled content procurement specifications
2. Promote waste reduction, composting and recycling by offering:
 - A. Financial Incentives such as:
 - Reduced disposal fees for those who recycle or charge a fee for each bag of trash disposed (recyclable would be exempt)
 - Offer free pickup for recycleables
 - B. Educate the community on ways to cut waste generation for all local residence and businesses
 - Distribute information on waste reduction
 - Form a solid waste recycling committee to promote waste reduction and recycling
 - Sponsor events to raise public awareness about waste reduction
 - Encourage backyard composting
 - Request that supplier/manufacturers use as much recycled content material in packaging as possible
 - Request supplier/manufacturers to provide system to take back non-recyclable packaging
 - Pass an ordinance that would require community-wide recycling
3. Provide and promote waste exchange and recycling opportunities:
 - Initiate and promote a community recycling program
 - Provide a collection program for or provide information on collection sites for waste oil
 - Set up a waste exchange at the town dump/transfer station/recycling center
 - Work with goodwill or other resale shops to provide pickup of clothing
4. Use products made from recycled materials:
 - Purchase office paper and administrative products made with recycled content (e.g. Paper, letterhead, paper towels, tissue paper, note pads, business cards, credit card slips, etc.; indicate on letterhead, etc., “printed on recycled paper”)
 - Use compost material for town landscaping
 - Purchase and use at least two other items made from recycled content (e.g. Desk organizers, such as recycling bins, desk top trays, if applicable)
5. Ensures bid specifications call for recycling or use of recycled material
 - Use recycled asphalt for road/highway projects